

Message

From: Irwin, Karen [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5A062F1D3A254CAB92AC2382AEC11C13-KIRWIN]
Sent: 4/24/2020 12:16:13 AM
To: Lesch, Sandra [lesch.sandra@epa.gov]; Villegas, Angelo [villegas.angelo@epa.gov]; So, Paris [So.Paris@epa.gov]
Subject: RE: OEI Search Data Needed for FOIA 2020-001711

Also, I don't have information on when George started having external communications regarding this site, so to be conservative, let's change the date range to 01/01/2016 to current.

Thanks,
Karen

Karen Irwin
U.S. EPA Region IX, LND-1-1
75 Hawthorne St.
San Francisco, CA 94105
(415) 947-4116

From: Irwin, Karen
Sent: Thursday, April 23, 2020 5:00 PM
To: Lesch, Sandra <lesch.sandra@epa.gov>; Villegas, Angelo <villegas.angelo@epa.gov>; So, Paris <So.Paris@epa.gov>
Subject: RE: OEI Search Data Needed for FOIA 2020-001711

We could use the following search terms:

"Wilmington" or "Berth 162" or "801 South Fries Avenue"

Thanks,
Karen

Karen Irwin
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(415) 947-4116

From: Lesch, Sandra
Sent: Thursday, April 23, 2020 4:26 PM
To: Irwin, Karen <Irwin.Karen@epa.gov>; Villegas, Angelo <villegas.angelo@epa.gov>; So, Paris <So.Paris@epa.gov>
Subject: RE: OEI Search Data Needed for FOIA 2020-001711

I don't know that we can be 100% confident that "Wilmington" would be the only term ever used re: this location. We have an obligation to do a thorough search through OEI. There would be no harm in adding the Boolean connectors of "and" "or" to "Wilmington" with respect to the address or other terms the requestor mentioned in the FOIA.

From: Irwin, Karen <Irwin.Karen@epa.gov>
Sent: Thursday, April 23, 2020 3:48 PM

To: Lesch, Sandra <Lesch.Sandra@epa.gov>; Villegas, Angelo <villegas.angelo@epa.gov>; So, Paris <So.Paris@epa.gov>
Subject: RE: OEI Search Data Needed for FOIA 2020-001711

Hi Sandra, I expect use of the single search term "Wilmington" to generate a very narrow and explicit set of emails related to this FOIA. This is because the people named as having email files with the word "Wilmington" would not be using this term for any other work activity other than the PCB cleanup that is the subject of the FOIA.

Thanks,
Karen

Karen Irwin
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San Francisco, CA 94105
(415) 947-4116

From: Lesch, Sandra
Sent: Thursday, April 23, 2020 3:44 PM
To: Irwin, Karen <Irwin.Karen@epa.gov>; Villegas, Angelo <villegas.angelo@epa.gov>; So, Paris <So.Paris@epa.gov>
Subject: RE: OEI Search Data Needed for FOIA 2020-001711

Hi Karen, Angelo and Paris,

Please refer to these guidelines with your search terms and provide more information accordingly. This will help OEI return a narrower search response.

Keywords Search Guidelines

- **Keywords** Keywords and phrases can be used to search message content. The logical operators AND, OR, and NOT can also be used. To search for an exact match of a multiple word phrase, enclose the phrase in quotation marks. For example, searching for the phrase "plan and competition" returns messages that contain an exact match of the phrase, whereas specifying plan AND competition returns messages that contain the words plan and competition anywhere in the message. You can also use AQS.

Logical operators such as AND and OR must be capitalized for them to be treated as operators instead of keywords. Use explicit parentheses for any query that mixes multiple logical operators (AND, OR, NOT, etc.) to avoid mistakes or misinterpretations. For example, to search for messages that contain either WordA or WordB AND either WordC or WordD, you must use (WordA OR WordB) AND (WordC OR WordD).

Keep in mind the following advanced tips for Keyword searching:

- **Exact phrases** Use double quotation marks (") to search for exact terms or phrases. For example, "cat and dog" returns messages that contain the exact phrase: cat and dog. The search cat AND dog finds messages that contain both words somewhere in the message. Exact phrases can help find more precise results.
- **Parentheses** Instead of using double quotation marks to represent exact phrases, you can use parentheses to group and search for multiple keywords. For example, (cat dog) finds messages that contain the words cat and dog in any order.

- **Wildcard searches** Prefix wildcard searches are supported. In a prefix search, put an asterisk after the word to locate different versions of the word beginning with those letters. For example, cat* finds any message that contains cat, catalog, category, catalytic, catamaran, and so on.

Suffix searches (*cat) or substring searches (*cat*) are not supported.

- **Boolean operators** The Boolean operators AND, OR, and NOT help create more precise mailbox searches by including or excluding specific words in the search query. Use the following Boolean operators to narrow or broaden search results:

AND Connecting keywords with AND means that all the words are present in each message. For example, cat AND dog finds messages that contain both cat and dog. The AND operator narrows the scope of a search because it requires two or more words to be present. This can result in fewer messages found.

OR Connecting keywords with OR means that a message is found if any of the keywords are present in a message. For example, cat OR dog finds any messages that contain either cat or dog. The OR operator expands the scope of a search because it requires that a message contain only one of the keywords. This can result in more messages found.

NOT Including NOT in a keyword search string requires that the first word or phrase is present, but excludes messages that also contain the second word or phrase. For example, cat AND dog NOT bird finds messages that contain both cat and dog only if they do not contain bird. This narrows the search by eliminating irrelevant messages.

Boolean phrases can also be combined. For example, dog AND NOT (cat OR bird) finds any message that contains dog only if it doesn't contain cat or bird.

Other things to keep in mind when requesting a search:

- **Personal archive** If the personal archive is enabled for a mailbox user, Search also searches the archive mailbox. There is no option in the console to override this. To exclude archive mailboxes, the search will have to be customized.

From: Irwin, Karen <Irwin.Karen@epa.gov>

Sent: Thursday, April 23, 2020 2:46 PM

To: Lesch, Sandra <Lesch.Sandra@epa.gov>; Villegas, Angelo <villegas.angelo@epa.gov>; So, Paris <So.Paris@epa.gov>

Subject: RE: OEI Search Data Needed for FOIA 2020-001711

Hi Sandra, I checked with Steve and he thinks it was August 28, 2017.

Karen Irwin
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From: Lesch, Sandra

Sent: Thursday, April 23, 2020 1:27 PM

To: Irwin, Karen <Irwin.Karen@epa.gov>; Villegas, Angelo <villegas.angelo@epa.gov>; So, Paris <So.Paris@epa.gov>

Subject: RE: OEI Search Data Needed for FOIA 2020-001711

When did George Randell separate from the EPA? That would impact any communications involving him.

From: Irwin, Karen <Irwin.Karen@epa.gov>
Sent: Thursday, April 23, 2020 9:23 AM
To: Lesch, Sandra <Lesch.Sandra@epa.gov>; Villegas, Angelo <villegas.angelo@epa.gov>; So, Paris <So.Paris@epa.gov>
Subject: RE: OEI Search Data Needed for FOIA 2020-001711

Thanks Sandra, I've filled in the information below.

Karen

Karen Irwin
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From: Lesch, Sandra
Sent: Thursday, April 23, 2020 9:09 AM
To: Irwin, Karen <Irwin.Karen@epa.gov>; Villegas, Angelo <villegas.angelo@epa.gov>; So, Paris <So.Paris@epa.gov>
Subject: OEI Search Data Needed for FOIA 2020-001711

Karen, Angelo and Paris,

The form we were using for the OEI search terms is essentially outdated and probably asks for more information than is needed, complicating the process. The information below is really all we need. Please collaborate and provide all applicable information for this FOIA (1711), asap. Let me know if you have any questions. Thanks.

FOIA Number: 2020-001711
Keywords (with connectors): Wilmington
Date Range: 01/01/2017 – current
Active Custodians: Karen Irwin, Cynthia Ruelas, Steve Armann
Separated Custodians: George Randell

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